

PRESERVATION DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Preservation Director exists is to lead the Preservation Division which is responsible for achieving the community's vision for the McDowell Sonoran Preserve and implementing the historic preservation program to identify and designate special resources in the community and to recognize and promote an awareness of Scottsdale's history. This classification is supervisory. Work is performed under independent supervision by the City Manager or Deputy City Manager.

ESSENTIAL FUNCTIONS

Creates an environment that encourages and rewards risk taking at all levels and serves as a catalyst for creating change.

Provides information, technical advice, oral and written recommendations and reports.

Negotiates, advises, provides assistance, and works to develop solutions to complex problems and issues.

Committed to quality and possesses a shared mindset with the City of Scottsdale organization which focuses on quality and continuous improvement.

Negotiates for the acquisition of land to be included in the McDowell Sonoran Preserve.

Serves as professional staff to two city commissions and numerous standing and ad hoc committees.

Promotes innovation, pro-activity, efficiency and creative solutions for the full range of preservation issues confronting the community.

Serves in a leadership role in advancing community education and understanding of preservation issues.

Seeks partnerships with community groups, other organizations and governmental entities to advance Scottsdale's preservation goals and to ensure effective stewardship of land and historically significant buildings, sites and areas.

Prepares, controls, and is responsible for carrying out the Division budget and developing and implementing Divisional capital projects.

Provides management level advice to the City Manager and staff regarding preservation issues.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles of environmental land management and stewardship, trail design and construction, and maintenance methods in natural open space areas.

Ability to:

Listen and communicate effectively with city staff, the City Council, the community, commission members, staff from other governmental agencies and interest groups, and others in a one-to-one and a group setting.

Plan, organize, budget and coordinate; analyze problems and issues and develop innovative and creative solutions.

Develop and advocate an open space and preservation vision for the community is essential.

Demonstrate excellent written and verbal communication and interpersonal skills.

Adapt to and manage change.

Develop and nurture working relationships with co-workers; citizens, community interests and groups; officials in other governmental entities; and with open space and preservation advocates in the Valley and beyond.

Work with diverse community interest groups to achieve consensus on issues and to develop public policy recommendations.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment including a motor vehicle essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in public administration, business administration, urban planning, parks and recreation or a closely related field, and five to seven years of professional public or business administration experience. Public sector experience is preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified